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**Public Affairs**

**REPORTING AND MONITORING  
DISTINGUISHED VISITORS**

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OPR: HQ AFMC/CVP (Ms Hedy L. Wilson)

Certified by: HQ AFMC/CVP  
(Ms Pamela S. Eyring)

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This instruction implements policies contained in AFMC PD 35-1, *Reporting and Protocol Arrangements for Distinguished Visitors*. It establishes procedures for reporting and making protocol arrangements for distinguished visitors (DV). It applies to all Headquarters Air Force Materiel Command (HQ AFMC) and AFMC field units. For detailed instructions refer to the HQ AFMC/CVP home page at <http://www.afmc.wpafb.af.mil/organizations/HQ-AFMC/CV/CVP>. This instruction does not apply to the Air National Guard or US Air Force Reserve units and members.

**SUMMARY OF REVISIONS**

This instruction revises AFMCR 11-1. It is changed from a regulation to an instruction.

**1. Distinguished Visitor (DV) Explained:**

1.1. Members of the Executive branch of government including: the President; Vice President; members of the Cabinet and their staff members; the Secretary, Deputy Secretary and Assistant Secretaries of Defense; Secretaries, Under Secretaries, and Assistant Secretaries of all services and heads of federal agencies and departments.

1.1.1. Members of the Legislative Branch of government including: members of Congress, their personal staffs and professional committee staff members.

1.1.2. Members of the Judicial Branch of government including: members of the Supreme Court and various federal judges.

1.1.3. General/flag officers and equivalent civilians of all services.

1.1.4. Foreign nationals of general officer grade, and civilians holding positions equivalent to, or higher than, those mentioned in paragraphs 1, 1.1.2 and 1.1.3.

1.1.5. Foreign nationals (military and civilian) serving in diplomatically accredited positions with foreign embassies in the United States.

1.1.6. State governors, chief executive officers of major corporations, nationally prominent citizens, and other visitors who, in the opinion of the commander concerned, are of such stature, or whose purpose is such, that their presence should be reported to the AFMC commander.

1.1.7. DV codes are as follows:

1.1.7.1. DV-1. The President of the United States or the head of state of a sovereign nation.

1.1.7.2. DV-2. The Vice President of the United States, service secretaries, cabinet and congressional members, Supreme Court Justices, service chiefs of staff, and certain others. Refer to the DoD Table of Precedence for a complete listing of those positions which are considered DV-2.

1.1.7.3. DV-3. Four-star generals and equivalent.

1.1.7.4. DV-4. Three-star generals and equivalent

1.1.7.5. DV-5. Two-star generals and equivalent.

1.1.7.6. DV-6. One-star generals and equivalent.

## 2. Reporting Distinguished Visitors.

### 2.1. DVs visiting AFMC Headquarters

2.1.1. Directorates will appoint an individual who will report all DVs visiting their directorate to HQ AFMC, Command Protocol (HQ AFMC/CVP).

2.1.2. Directorates will report DV information on AFMC Form 698, **Distinguished Visitor Notification Form**. FAX, e-mail or hand-carry to HQ AFMC/CVP two weeks in advance of the visit, or as soon as the reporting office is informed about the projected visit. Reports should be submitted every Wednesday by 1600 (Eastern Time Zone). Information not available at the time of reporting should be phoned in, sent by FAX or e-mailed to HQ AFMC/CVP as soon as the information becomes available. On short-notice visits, no matter what the time frame, report the DV information promptly. Negative replies are required. Include the following information on the AFMC Form 698:

2.1.2.1. Full name, "go-by name," rank, duty title or position, DV-code. Also note if spouse is accompanying, include spouse name and "go-by" name.

2.1.2.2. Dates of visit, include arrival and departure dates/times, if known.

2.1.2.3. Purpose of visit, be clear and specific. If you use an acronym, provide the definition.

2.1.2.4. Provide itineraries and biographies on all DVs at the three-star level (DV-4) or higher, such as a Cabinet and Congressional members, ambassadors, governors, etc. (See DoD Table of Precedence.)

2.1.2.5. Report mode of travel, for example, military air, commercial air, privately owned vehicle (POV), etc.

2.1.2.6. Report the office of primary responsibility (OPR), the project officer's name, office symbol, and telephone number. Provide the name and telephone number of the escort officer,

if applicable.

2.1.2.7. Report lodging arrangements, if required. If the DV is a three-star level (DV-4) or higher, and is staying in the VOQ, **HQ AFMC/CC/CV will be given the opportunity to send a welcome note to be placed in the visitor's room.**

2.1.2.8. If any of the above information is not known at the time of reporting, inform HQ AFMC/CVP as soon as the missing information becomes available.

2.1.2.9. Notify HQ AFMC/CVP immediately when the visit is canceled.

2.1.2.10. HQ AFMC/PA should be notified when a chief executive officer (CEO) wants to visit either AFMC/CC/CV.

## 2.2. DVs visiting AFMC field units

2.2.1. Each field unit director will appoint an individual who will report to the local protocol office the DVs visiting the field unit.

2.2.2. Information for DVs visiting AFMC field units should be received at HQ AFMC/CVP from the field unit protocol office. The field unit protocol office will combine the field director's DV information and FAX or e-mail the combined information to HQ AFMC/CVP two weeks in advance of the visit, or as soon as the field unit director or the protocol office is aware of the DV visit. The unit protocol office will submit reports to HQ AFMC/CVP every Wednesday at 1600 (Eastern Time Zone).

2.2.3. The appointed field unit individual will report the information contained in paragraphs 2.1.2.1 through 2.1.2.7. Report the information on AFMC Form 698. However if the field unit has on-line access to the HQ AFMC protocol data base, the same information should be entered on-line, this negates the requirement for the AFMC Form 698. DV notifications are designated RCS: MTC-CV (AR) 7801. This report is designated emergency status code D, discontinue reporting during an emergency.

2.2.4. If any of the above information is not known at the time of reporting, inform the local protocol office as soon as the missing information becomes available so they can report the information to HQ AFMC/CVP. On short notice visits, no matter what the time frame, report the DV information to HQ AFMC/CVP as soon as possible.

2.2.5. Notify the field unit protocol office IMMEDIATELY when the visit is canceled, so they can notify HQ AFMC/CVP. If time does not permit, notify HQ AFMC/CVP directly.

**3. Weekly (Thursday) Distinguished Visitor report for AFMC/CC/CV:** HQ AFMC/CVP will compile DV information from the HQ AFMC directorates and field units. The following information will be reflected on the report prepared by CVP: Date of visit, name and also "Go-by" name, grade and DV code of visitor, purpose of visit, location, and office of primary responsibility (OPR).

**4. The OPR is the office having primary interest in the visit.** The OPR will appoint a project officer who will complete visit arrangements and coordinate all visit activities with appropriate offices. The project officer may also be required to work closely with other external offices as required. The project officer may want to appoint an escort officer, as appropriate.

4.1. The project officer for any DV will do whatever is requested to support the visit. The duties will vary from visit to visit, but for almost any visit the following duties will be required:

- 4.1.1. When DVs arrive at base operations a senior officer should greet the DV. The project officer and escort officer should be there as well. The local protocol office will help you determine the rank of the greeter.
- 4.1.2. Create the itinerary, plan and prepare the briefing agenda, contact all other internal/external staff offices to schedule visits or briefings, and reserve required meeting rooms and equipment. Reserve rooms for social activities, as appropriate.
- 4.1.3. Schedule a courtesy visit with the commander at the request of the DV. Prepare a staff summary sheet for the commander, with proper coordination. Staff summary sheet should be signed out by the two letter director.
- 4.1.4. Arrange lodging at the VOQ or off-base facility. Lodging arrangements for DV-6 and above will be made through protocol.
- 4.1.5. Make transportation arrangements with the base motor pool. Provide the escort officer a copy of the transportation schedule and itinerary.
- 4.1.6. Reserve parking slots, as appropriate.
- 4.1.7. Plan social functions for DVs. Work closely with protocol in planning, organizing, and scheduling functions.
- 4.1.8. Prepare an itinerary, to include transportation arrangements, interest items, agenda, list of attendees, and other necessary backup information of interest to the DVs, briefers or other people involved in the visit.
- 4.1.9. Prepare welcome packages for all DVs.
- 4.1.10. When the civilian media is expected to be involved with your visit, notify Public Affairs.

4.2. The escort officer for DVs will perform duties as outlined by the project officer. Duties will vary from visit to visit, but the following duties will be required for almost any visit. For additional escort information, refer to the HQ AFMC Escort Officer Guide found on HQ AFMC/CVP's home page. The address is [www.afmc.wpafb.af.mil/organization/HQ-AFMC/CV/CVP](http://www.afmc.wpafb.af.mil/organization/HQ-AFMC/CV/CVP). *The field unit protocol offices should have an escort officers' guide tailored to their local community.*

- 4.2.1. Consult with HQ AFMC/CVP for advice on appropriate protocol policies.
- 4.2.2. Coordinate with the project officer on agenda, lodging, and transportation requirements. Obtain a copy of the transportation request. Be familiar with the DVs biographical information. Confirm daily transportation requirements/schedules with motor pool. If major changes occur, notify the project officer if time permits, otherwise notify the other people involved in the visit. Pick up two VOQ room keys. Check VOQ room, make sure you can open room door easily. When you meet the DV at the airport/base operations give him/her one VOQ room key. Keep the other room key yourself so you can have access to the DV's room. You may need to make special arrangements for the luggage, or any other reasons as required.
- 4.2.3. Along with the project officer, meet the DV at the arrival gate at the airport/base operations. Load the luggage on to base transportation/rental car and transport to the VOQ or civilian lodging.

4.2.4. Escorting the DV to quarters. Provide the visitor with a copy of the DV package to include agenda, transportation schedules, and any briefing charts, as appropriate. Review the itinerary to ensure the DV understands the visit plan. If the DV plans to go directly from the airport to the first event on the itinerary, the escort officer should take the luggage to the DV's VOQ room.

4.2.5. Accompany the DV (ride on base transportation) to all official functions, as required, and advise the project officer and the DV of any changes. The project officer will coordinate all changes with affected staff offices.

4.2.6. Confirm DV's flight information.

4.2.7. Prior to DV departure check with the VOQ office to ensure lodging and beverage charges have been paid. If not, present the bill to the DV's aide or to the DV, as appropriate.

4.2.8. Ensure VOQ key is turned in and luggage, etc., is loaded into the transportation vehicle.

4.2.9. Accompany DV to the airport or base operations and ensure luggage is checked or loaded on to the aircraft. Do not leave the facility until the aircraft has departed.

**5. Prescribed Form.** AFMC Form 698.

GEORGE T. BABBITT, General, USAF  
Commander